



CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

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| DEPARTMENT: | CONSUMER AFFAIRS | RELEASE DATE: | September 18, 2006 |
| POSITION TITLE: | CHIEF, DIVISION OF INVESTIGATION | FINAL FILING DATE: | 10/02/2006 |
| CEA LEVEL: | CEA II | EXTENDED FINAL FILING DATE: | |
| SALARY RANGE: | \$7302 to \$8051 per month/month | FILING INSTRUCTIONS: | All interested applicants must submit A standard original State application (Form 678) with official or civil service titles and dates of experience. |

POSITION DESCRIPTION (DUTIES & RESPONSIBILITIES):

The Chief, Division of Investigation, under the direction of the Chief Deputy Director, Department of Consumer Affairs, plans, organizes and directs the Division's Headquarters and field activities; allocates staff and budget among the various enforcement activities and regional/field offices; ensures staff are trained in accordance with the Commission on Peace Officer Standards and Training requirements and bargaining unit agreements; oversees the activities of the Special Operations Unit, which performs the department's internal affairs functions and ensures the employee investigations are conducted objectively and in full compliance with applicable laws and regulations; establishes and maintains cooperative working relationships with the Attorney General's Office, other regulatory law enforcement agencies and departmental staff; establishes, implements, monitors and enforces statewide policies, procedures, productivity and performance standards and develops and implements such systems; identifies and establishes new and improved technologies and procedures designed to reduce cost and increase the level of service to client agencies; analyzes legislation impacting the Division and/or its regulatory programs and makes recommended improvements to facilitate the Department's investigation and regulatory programs; functions as the principal consultant to the Directorate on law enforcement issues.

MINIMUM QUALIFICATIONS:

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992

AND

IN ADDITION TO THE MINIMUM QUALIFICATIONS:

Applicants must demonstrate the ability to perform high administrative and policy –influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Affirmative Action Program objectives; and a manager's role in the Affirmative Action Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's affirmative action objectives.

These knowledge and abilities are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer, in the State service, other governmental settings or in a private organization).

EXAMINATION INFORMATION:

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **CHIEF, DIVISION OF INVESTIGATION**, with the **CONSUMER AFFAIRS**. Applications will be retained for twelve months.

Screening Criteria: Education: List degrees obtained and dates received. POST certificate and training, and dates received. Number of years and the type of external contacts (e.g., Legislature, control agencies, etc). List the level, extent, and nature of those contacts. Number of years of experience as, or equivalent in level to, Staff Services Manager II. Number of years working in law enforcement. Years and type of experience: making clear and convincing presentations, representing and speaking for an organizational unit, presenting to those within and outside the office, such as directors, deputy directors, agency heads and other government executives, corporate executives, legislative members and staff, the media, general public and professional groups. Years of experience planning, developing and managing a complex and politically sensitive program. This experience should include responsibility for directing staff involved in extensive interpretation and application of governmental laws, rules and policies. Years of experience analyzing complex program issues and developing policies or specific solutions.

DESIRABLE QUALIFICATION (if any):

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate: Knowledge of investigative procedures and techniques, rules of evidence, court and administrative hearing procedures, and directing others performing investigatory work; Knowledge of the activities of a regulatory agency and the Administrative Procedures Act; Knowledge of methods

used in program evaluation and experience that demonstrates the ability to manage a complex program; knowledge of the budget process; personnel management and a working knowledge of the legislative process; Experience analyzing complex program issues or systems problems and develop policies or specific solutions; Ability to manage a multidisciplinary program, including planning, organizing, and directing program operations and experience in strategic planning, policy development and organizational awareness; Possess excellent oral and written communication skills demonstrating the ability to be a leader and motivator, use tact and persuasiveness in achieving results; Possess the ability to manage professional staff and be able to effectively interact with Federal, State and local agencies, consumer, industry and professional groups, and departmental staff.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

***Applicants who fail to submit the Statement of Qualifications may be eliminated from this examination process.
The application, Statement of Qualifications and resume must be submitted by 10/02/2006, to:***

CONSUMER AFFAIRS, Administrative Services, Selection Services Unit, 1625 N. Market Street, Suite N 321, Sacramento, CA 95834

ADDITIONAL INFORMATION (if any):

The Chief, Division of Investigation, is a peace officer position and therefore subject to the State of California's standard requirements for peace officers. These requirements include successful completion of a background investigation, disclosure of felony convictions (pursuant to Government Code 1029), U.S. citizenship, and successful completion of a medical evaluation, including a psychological screening. In addition, this positions requires possession of a valid California Class C Driver's License.

SPECIAL TESTING:

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION:

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The {inserted relevant department's name here...} reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class.